



## Linda Kay Derber

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### Education:

- *University of Wisconsin-Oshkosh, Oshkosh, WI* Graduation: Fall 2014  
Degree: Bachelor of Science  
Major: Journalism (ACEJMC accredited) Emphasis: Public Relations (CEPR accredited)
- *University of Wisconsin-Fox Valley, Menasha, WI* Graduation: Summer 2011  
Degree: Associate's Degree Emphasis: Business

### Skills:

- Exceptional computer skills in Microsoft Office and Adobe Creative Suite, especially in Microsoft Word, Excel and PowerPoint, and Adobe Photoshop, Bridge, InDesign and Dreamweaver
- Natural leader; strong team-work skills, define what needs to be done and assign appropriate projects to team members
- Honed time management and organizational skills by maintaining full-time academic status and employment
- High interest in learning about new things, solving problems and helping customers
- Interact with diverse customers on a constant basis, promoting excellent communication and customer service skills

### Work & Relevant Experience:

- Wisconsin Tubing, Inc. March 2014-present  
**Front Desk Manager**
  - Help with administrative activities like creating invoices, updating price lists and more
  - Write memos and letters to customers
  - Maintain front lobby appearance for customers
- World Dairy Expo September 2014-October 2014  
**Media Room Coordinator**
  - Registered and checked in media outlets
  - Wrote press releases
  - Managed media room during trade show
- The Advance-Titan, Oshkosh, WI Fall 2013-Spring 2014  
**Copy Editor**
  - Edit stories for content, grammar and AP Style rules
  - Read stories for cohesiveness
- The Colonial Cheese House & Gifts, Omro, WI January 2013-July 2014  
**Shift Manager**
  - Develop a Facebook trivia series
  - Develop a solid training system and manual
  - Give exceptional customer service experience to every customer
  - Knowledgeable of cheeses and menu items

### Honors and Activities:

- Club leader, *Dairy Project*, Plain V-U 4-H Club, October 2009-present
- Active member, *Winnebago County Plain V-U 4-H Club*, October 1998-October 2009